



Friends of Westfield

Watton Westfield Infant and Nursery School PTA
West Road, Watton, Norfolk, IP25 6AU
Charity No: 1054992



PTA – AGM Meeting 20th September 10am, school meeting room

Present:

Helen Kemp – Head teacher
Tracey Johnson – LSA
Becki Tortice – Chair
Gemma Cain – Secretary
Sara Dutton – Treasurer
Parent

Welcomes and Introductions:

Thank you for attending our second AGM as a current committee. Becki Tortice is current chair, Gemma Cain is current Secretary and Sara Dutton is current Treasurer.

Election of committee:

Becki, Gemma and Sara were all re-elected to keep their current positions.

Challenges:

The current PTA committee has been going for 18 months, after Rebecca Bennett stepped down as chair in the summer. We still face ongoing challenges, which as a main team of 3, provides a little difficult. We are trying to promote what we input for the school and still hope for new members as the school year progresses. We have notice that meeting times and venues are an ongoing problem for parents/carers to be able to attend. We are proposing to have some daytime meetings at school, some in the evenings in the Kings Arms and some at Wonderwood which will allow the children the freedom of running around while we discuss school matters! The meetings are essential for the PTA committee, but are not as important for volunteers. It is at events that we are in need of volunteers when they can, for setting up, occasionally running stalls etc. As a PTA we are still learning and still welcome all ideas.

Achievements:

We have made £1800 in the last 12 months, which is amazing considering we do not have many volunteers, and is a great amount for us to be able to put back into the school!

Over the year, each class held a bake sale, which was very successful and gave us a constant monthly income. These will continue through this year. We have decided to hold the bake sales on a Thursday due to the ice cream man being around school on a Friday and us potentially losing out to him. We may start holding a “Freeze pop Friday” after school during the summer term, which would be cheaper than the ice cream man and a small profit for us.

The Xmas Fair was a great success and we had very good feedback from parents and staff.

We also held a car boot sale which had good feedback, so we are planning on building on it to entice more people and make it even more successful this year.

Easter was a fantastic time for the children; we very kindly had 250 Easter eggs donated by a lovely local lady called Mrs Orford, who we would like to make a part of future events.

The Family fun evening was also a great success, upon building it up from last year we had more stalls which were manned by the wonderful staff and volunteers who went the extra mile and gave up their time to help and make it a very enjoyable evening. We would also like to thank Norse, who supplied food and donated all their profits to us. We had Diddy cars at the event, and we are looking into just hiring the cars without the track so we can use some of the school playground.



PTA Insurance:

This has been renewed for this year, to allow us to carry on planning our events. The website from which we purchase the insurance also has great ideas for fundraising!

Plans for 2018/2019:

We will be starting a monthly newsletter at the end of this month, which will go out on the last Friday of the month. It will show what events we have coming up, money we have raised and give general information of the PTA.

We are hoping to have two discos this year, one for Valentines and one in the spring. We will be decorating the hall and hiring a new entertainer. Buffet food last year proved too hectic, so we will just provide light refreshments and will have a "pay on the door" method rather than teachers being handed slips for who will be attending. We will also still be holding a separate disco for the year 2 leavers.

Xmas cards and mugs. These will be back this year for the children to design. We will be having a cut off date of the 1st week back after half term, to enable all orders to be in and for us to complete the order online. There will be reminders for parents/carers for this.

We may look into tea towels for the year 2 leavers as a last momento. The children would be part of designing it a we put the orders in, much the same as the xmas cards, although we will have to find a company as there isn't one locally.

Last year, Rebecca had a suggestion about ordering water bottles for reception children to keep. It has been decided that due to children losing them, some not being named etc, that we will purchase some as spare bottles for children who do not bring one to school with them. They will then be kept at school.

The "100 club". We would like to start a Friends of Westfield Lottery. The plan is to ask parents/carers/grandparents etc for £1 for a square in a 100 block. (This could go up to any number, depending on how many people participate) They will be asked to pay for a years worth in one go to secure their number(s), and once a month at the bake sales we will draw 3 or 4 winners. The prizes may range from £30 for 1st prize, £20 for 2nd prize etc. There will be 11 draws through the year and half of the money will go as winnings and half to the PTA.

Movie nights are another idea that we would like to implement in the future, where after school the children stay for a film and have some popcorn and a drink. We need to get an umbrella license for this, and as we cannot charge, we would like to ask for a voluntary donation. So when we get this arranged, we can start planning!

A pamper evening. We are looking to hold this on Thursday the 7th of March (as Steve cannot lock up on a Friday). We are going to get the posters ready for them to be handed out at parents evening to entice parents/carers etc. Were hoping for around 12 stalls and are going to charge £10 for a space. We will charge £5 for an advanced ticket, and £7 on the door for anyone who doesn't pre book, which will include a glass of wine and some nibbles. All the businesses will then be able to offer some treatments on the night and also take bookings.

When we hold our next car boot sale, we are hoping to coincide with the Councils yard sale. It would be a pay as you arrive event with refreshments provided possibly nearer to the bus lane to entice those already walking around for the yard sales.

The Family fun evening will be held on Friday the 12th of July. Becki has already been networking looking at stalls and stallholders to potentially attend. We are hoping to build on this very successful event every year, with different stalls and different ideas. The police and air ambulance are keen to have stalls. We will keep the gate price at £5 per family, as this worked well for the last fun evening, and will still include the free climbing wall and p.e games, which Mrs Stuart has very kindly agreed to arrange again.

The Xmas fair will be held on Friday the 7th of December, with that months bake sale being held on Thursday the 6th. We will look at the stalls that did and did not work last year at our next PTA meetings and start to arrange this hugely successful event!

On Friday the 28th, the school will be holding a coffee morning in aid of Macmillan. We have a lot of bric a brac in our shed and will be setting up a stall to sell it, with half of what we make being donated to Macmillan.

We are also planning to hold a stall at the Watton Xmas market. We may do a chocolate stall, or water to wine stall, but will decide nearer the time. This will give us a chance to get out into the community and fundraise at the same time. Gemma and Becki are happy to man the stall.



The Children's own set up will go ahead again this year, but to allow parents and children to make sure the correct items are bought in, the PTA will be on hand on the 8th and 9th of November to accept the £1 and the gift and take note of who brings it in, which will take pressure off of the staff.

Parking:

The PTA will be patrolling in out hi-viz vests soon to advise parents where not to park. We would also like the children to design a small leaflet that we can put onto car windscreens, which may give them another reason to not park in the bus lane or on the double yellow lines.

We are also hoping to apply for a £500 grant from the council, to put towards purchasing parking signs.

Helen has been talking to Austin: the local P.C, the Council and the Highways regarding the dangerous parking, who said they put child safety above everything. They have since had a second meeting in which they voted against putting in 20mph signs and a permanent one way system. Their reasons for this was that the residents of Watton already pay a tax and implementing this would mean they would be paying double tax. We are and always will be pushing to make school and the surrounding areas safe and will continue to work with the authorities.

Volunteers:

Two of our parents will soon be DBS checked so they will be able to help at more upcoming events. These ladies have been invaluable to us at helping in past events, and we thank them for their continuing support.

Class Budgets:

These have been agreed as £30 again for each class for the year, to use as they wish for their classes. Receipts will need to be given in to Helen a week before the end of term, to enable us to refund it.

Wish List:

Last year the school asked if we would be able to fund a travelling pantomime for all the children to enjoy.

Unfortunately we were not able to accommodate this as we didn't have enough in the final funds pot. But we are extremely pleased to say that this year we have made it! The Robin Hood panto will be coming to school on December the 3rd; we hope all the children will be looking forward to it as much as we are!

We have also been asked to purchase some watches for the children to use in class. They will put them on when coming into class and will return them to their teacher at the end of the school day. They will be passed to a different class each week. This will enable the children to have more a visual idea of what happens in school at certain times of the day and will help with independent time telling. We have also been asked to purchase an outside clock so that the children can see what times their breaks and lunch times start and finish. Maths bags are also on the list, which we will honour once looked into further.

PTA wish list:

As a PTA, we have a small wish list, which consists of two of us wanting to be first aid trained, to enable us to not have to need a first aider to stay at our events all the time. It is currently around £110 each and is done at Ventura House in Watton.

We would also like a double sided banner to enable us to advertise more obviously. We will put details of the bake sale on one side and will have "organised/arranged by the Friends of Westfield" on the other so that people know the events have been arranged and organised by us, and hopefully will give us more support for future events as they will know what we do!

Treasurers report:

Our accounts are currently with the accountant to make sure they are all correct and up to date. Once they have been returned, our Annual Charity Commission report will be completed. Our accounts will be done on a monthly basis, to allow Sara to keep on top of our outgoings and income. We now have a transaction book to log all monies spent by us, where from and what we purchased.

We will coincide the book keeping with our newsletter to show what we have made and/or spent.

We have done a forecast of what we could potentially make for our future proposed events:

Movie night £55

Pamper evening £270

Discos £150

Children's own stall £200

Xmas fair £1000 +

Santa's Grotto £550

Bake sales £405 annually

Friends of Westfield Lottery £500

Car boot sale £70

Summer Fair £1000 +

Any other business:

We have found a lovely lady who sells books, who we will be using for the Christmas books. They are £1 each book and are also wrapped. This will take a massive load off of us as last year we had to wrap them all. They should be here in the next couple of weeks and will be sorted into age groups ready to be sorted for each class.

We have a black post box outside the main office doors, which we will make known to parents/carers for any future returns of slips or monies. If parents do try to give it to staff, please direct them in the direction of the black PTA post box!

The litter picks will be returning this year with our support.

Wish list from Helen:

We have been asked if we would pay for the coaches again next year for the class outings. This will be approximately £535, as it makes the cost cheaper for parents

A big thank you for the Christmas Panto, we hope the children will be as excited as us!

Miss Mitchell is the English lead and would like us to provide books for a book box ready for each class. These books will be separate to the reading books they bring home and the library ones. They be specifically for reading to the pupils at the end of the day, and will then be changed around between the classes. We will hopefully be getting some more books from ordering the Christmas ones, so these will be perfect for this.

Thank you:

We would like to thank everyone who has shown us great support with everything. The few parents that have been invaluable for helping us set up events, manning stalls and helping with the dreaded clear ups!

The crucial support and help from all the staff with manning stalls, accepting forms and monies on our behalf, clearing up, staying after school hours for discos and joining with the games and dancing! Without you, the majority of what we did would not be possible.

Becki has been thrown in a little at the deep end, and would like to also thank everyone for accommodating her as chair.

Thank you for your continuing support.

Our next PTA meeting will be Friday the 12th October, 7:30pm at the Kings Arms. We hope to see you there.